

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Library Assistant I Library Assistant II	<b>Job Family:</b> 4 4
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 6 10

**Definition:** To assist professional staff in meeting Library patron information needs for books, periodicals and materials; and to perform a wide variety of office support and general clerical duties related to the functions and programs of the Library.

**Distinguishing Characteristics:**

Library Assistant I—This is the entry-level class in the Library Assistant series. This class is distinguished from the Library Assistant II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Receives immediate supervision from professional or supervisory staff.

Receives functional or technical supervision from other higher level paraprofessional staff.

Library Assistant II—This is the full journey-level class within the Library Assistant series. This class is distinguished from the Library Assistant I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Receives general supervision from supervisory, professional or management staff.  
May exercise technical supervision over other paraprofessional positions and Library Pages.

May exercise functional supervision over other paraprofessional and clerical positions when acting as Desk Supervisor.

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Library Assistant II

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**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assist Library patrons in utilizing Library services; act as Desk Supervisor at the circulation and reference desks checking books in and out; answer telephone and in-person inquiries concerning Library services; write requests for books; and receive payments for overdue books.
2. Process, catalog and otherwise prepare new books, reference and audio visual materials for circulation following established procedures.
3. Monitor overdue books and material; remind patrons of responsibility for returning materials.
4. Organize, clean and monitor an assigned area of books or periodicals.
5. Operate and maintain various library-related office and equipment.
6. Check books, computer software and audio visual materials in and out of Library.
7. Perform clerical duties as assigned.
8. Perform related duties as assigned.

**Minimum Qualifications:**

Library Assistant I

Knowledge of: English usage, spelling, grammar and punctuation; office methods and equipment.

Ability to: Learn library classification and filing systems; learn library terminology and processing procedures; learn computer application in a library environment to access patron or bibliographic information; work with all kinds of people; lift heavy objects as necessary; communicate effectively with the public; learn to type and operate a computer terminal; follow instructions in order to complete assignments in a timely and efficient manner; establish and maintain effective working relationships with those contacted in the course of work.

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Library Assistant II

In addition to the minimum qualifications for Library Assistant I:

Knowledge of: Library classification and filing system; library terminology and processing procedures; computer application in a library environment; organization, procedures and operating details of the Library.

Ability to: Communicate clearly and concisely, both orally and in writing; use a computer keyboard to access patron or bibliographic information in the library environment; act as Desk Supervisor and exercise functional supervision over the circulation desk.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Library Assistant I

Recommended: No directly related experience is necessary. Equivalent to the completion of the 12th grade.

Library Assistant II

Recommended: Two years of experience performing duties similar to a Library Assistant I in the City of Mountain View. Equivalent to an associate's degree or a Library Technician degree. Experience can be traded for education on a year-to-year equivalency basis.

**Required Licenses or Certificates:** May need to possess a valid California driver's license as required by the position.

Established January 1994

Revised

CLASS SPECS

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